

Qualification Pack



Locksmith (Advance)

QP Code: CSC/N0323

Version: 1.0

NSQF Level: 3

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CSC/N0323: Locksmith (Advance)

Brief Job Description

The Advanced Locksmith is responsible for providing expert services in the installation, repair, and maintenance of a wide variety of locks and security systems

Personal Attributes

undefined

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CSC/N0323: Locksmith \(Advance\)](#)

Qualification Pack (QP) Parameters

Sector	Capital Goods
Sub-Sector	
Occupation	Fabrication, Fitting and Assembly
Country	
NSQF Level	3
Credits	4
Aligned to NCO/ISCO/ISIC Code	
Minimum Educational Qualification & Experience	
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	Years
Last Reviewed On	NA
Next Review Date	14/09/2028



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NQR Version	1

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CSC/N0323: Locksmith (Advance)

Description

The Advanced Locksmith is responsible for providing expert services in the installation, repair, and maintenance of a wide variety of locks and security systems

Scope

The scope covers the following :

- Overview of PM Vishwakarma Scheme
- Orientation to advance training for Locksmith-Advance to perform operations using modern tools
- Self-Employment
- Marketing and outreach- Advanced
- Financial Literacy-Advanced
- Module Digital Literacy-Advanced

Elements and Performance Criteria

Overview of PM Vishwakarma Scheme: Introduction to PM Vishwakarma scheme

To be competent, the user/individual on the job must be able to:

- PC1. Hon'ble Prime Minister's vision for artisans and craftspeople, who work with their hands and tools, are usually self-employed and are generally considered to be a part of the informal or unorganized sector of the economy
- PC2. Understanding of the scheme objective - to improve the quality and reach to ensure that the Vishwakarmas are integrated with the domestic and global value chains
- PC3.
- Explain the scheme components:
 - o Recognition: PM Vishwakarma Certificate and ID Card
 - o Skill Upgradation
 - o Toolkit Incentive
 - o Credit Support
 - o Incentive for Digital Transactions
 - o Marketing Support
- PC4. List the 18 trades covered under the scheme

Overview of PM Vishwakarma Scheme: Benefits under PM Vishwakarma scheme

To be competent, the user/individual on the job must be able to:

- PC5. Importance of the PM Vishwakarma Certificate and ID Card, emphasizing their role in giving artisans a unique identity and validating their skills and legacy
- PC6. Highlight the core aim of Basic Training to enable the Vishwakarmas to improve their skill levels through exposure to modern tools and best practices, designs, introduction to the larger value chain of the sector; digital, financial, and soft skills; and imbued with marketing and entrepreneurial knowledge
- PC7. Discuss the importance of digital and financial literacy in today's era and how these open new avenues
- PC8. Offer insights into the various ways the 1 lakh loan can be utilized for buying advanced tools, attending specialized workshops, or setting up a small workspace

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- PC9. Highlight the core aim of Advanced Training: discuss the transition from an artisan to an entrepreneur, hands-on training on advanced tools
- PC10. Discuss the option for availing 2 lakh loan and the potential areas of its investment
- PC11. Discuss the importance of self-assessment: to check their achievements against the identified goals and upskill to stay updated in one's craft and business
- PC12. Understand the credit and market support provided under the scheme

Overview of PM Vishwakarma Scheme: Processes and procedures

To be competent, the user/individual on the job must be able to:

- PC13. Discuss the complete application procedure, including where and how to apply
- PC14. Explain how the scheme will reach out to them for various skill-enhancing opportunities.
- PC15. Elaborate on market support
- PC16. The Scheme envisages to incentivize digital transactions undertaken importance of digital transactions and the incentives they would receive for adopting this modern method
- PC17. List other Government schemes which may cater to their various requirements
- PC18. Facilitate linking the beneficiaries with the suitable exporters and traders operating under this sector

Orientation to advance training for "Locksmith - Advanced" to perform operations using modern tools :- Carry out forging using Hydraulic forging machine

To be competent, the user/individual on the job must be able to:

- PC19. Demonstrate the ability to efficiently operate the hydraulic forging machine to carry out forging tasks.
- PC20. Produce forged products meeting quality standards within specified timeframes.
- PC21. Exhibit mastery in various forging techniques such as drawing out, upsetting, bending, twisting, and punching using the hydraulic forging machine.
- PC22. Ensure precise shaping and forming of metal according to specifications and design requirements.

Orientation to advance training for "Locksmith - Advanced" to perform operations using modern tools :- Safety methods to be taken care of during forging using Hydraulic Forging machine

To be competent, the user/individual on the job must be able to:

- PC23. Conduct thorough inspections of forged components to ensure adherence to dimensional accuracy, surface finish, and structural integrity.
- PC24. Implement corrective measures promptly to rectify any defects or deviations from the required standards.
- PC25. Adhere strictly to safety protocols and procedures while operating the hydraulic forging machine.
- PC26. Demonstrate knowledge of potential hazards associated with forging operations and takes proactive measures to mitigate risks.
- PC27. Perform regular maintenance checks on the hydraulic forging machine to ensure optimal performance and prevent breakdowns.
- PC28. Report any malfunction or irregularity in equipment promptly to the relevant authority for timely resolution.

Self-Employment: Design and innovation

To be competent, the user/individual on the job must be able to:

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- PC29. create innovative and aesthetically pleasing designs for Armourer products.
- PC30. Incorporate unique elements that set the business apart from competitors.
- PC31. Adapt to new design trends and customer preferences.

Self-Employment: How to setup a safe workplace

To be competent, the user/individual on the job must be able to:

- PC32. Implement safety protocols and procedures to minimize workplace hazards.
- PC33. Provide adequate training to employees on safe handling of tools and equipment.
- PC34. Provide adequate training to employees on methodology of tool use

Self-Employment: Leadership & Teamwork

To be competent, the user/individual on the job must be able to:

- PC35. Demonstrate strong leadership skills in guiding and motivating team members.
- PC36. Collaborate with employees to foster a positive work environment and achieve business goals.
- PC37. Delegate tasks effectively based on individual strengths and abilities.

Self-Employment: Communication Skills: Listening & Speaking

To be competent, the user/individual on the job must be able to:

- PC38. Identify various relevant Government schemes for small businesses and self-employed individuals and explain their terms and conditions
- PC39. List various e-commerce platforms such as on ONDC, Amazon, Flipkart, India Mart, Urban Clap, Yes Madam, etc. and register as vendor on the same
- PC40. Articulate ideas and concepts convincingly during presentations or negotiations.

Self-Employment: Problem Solving & Negotiation Skills

To be competent, the user/individual on the job must be able to:

- PC41. Prompt identification and resolution of challenges encountered during business setup.
- PC42. Negotiation of favorable terms with suppliers, vendors, and clients.
- PC43. Creative problem-solving to overcome obstacles and achieve business objectives.

Self-Employment: Market research and analysis

To be competent, the user/individual on the job must be able to:

- PC44. Thorough market research conducted to identify target demographics, competitors, and trends.
- PC45. Analysis of market data to determine demand for specific products and pricing strategies.
- PC46. Continuous monitoring of market dynamics to adapt business strategies accordingly.
- PC47. Active participation in industry events, trade shows, and networking forums.
- PC48. Establishment of relationships with other artisans, suppliers, and potential clients.
- PC49. Leveraging industry connections to stay informed about emerging opportunities and trends.

Self-employment: Networking and Industry exposure

To be competent, the user/individual on the job must be able to:

- PC50. Active participation in industry events, trade shows, and networking forums
- PC51. Establishment of relationships with other artisans, suppliers, and potential clients.
- PC52. Leveraging industry connections to stay informed about emerging opportunities and trends.

Self-employment: Business Entity Registration

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To be competent, the user/individual on the job must be able to:

- PC53. Completion of all necessary paperwork and documentation for business registration.
- PC54. Compliance with legal requirements and regulations governing Armourer businesses.
- PC55. Timely submission of registration forms and payment of associated fees.

Self-employment: Business Plan

To be competent, the user/individual on the job must be able to:

- PC56. Development of a comprehensive business plan outlining goals, strategies, and financial projections.
- PC57. Clear articulation of the business's mission, vision, and value proposition.
- PC58. Regular review and updating of the business plan to reflect changes in market conditions and business objectives.

Digital Literacy-Advanced :- Advanced features of using mobile phones (Smart phones)

To be competent, the user/individual on the job must be able to:

- PC59. Use the mobile phone in a secure way by locking/unlocking phone/apps using various options like face recognition, fingerprint etc.
- PC60. Use advanced camera features for business tasks, like scanning QR codes.
- PC61. Crop photos, take screenshots, and share them as attachments.
- PC62. Understand how to use features like conference calls, call recording, and call forwarding.
- PC63. Access and manage documents stored in different folders in phone. Eg. File folder, download folder, etc.
- PC64. Manage phone memory and data storage.
- PC65. Use other features of smartphone such as Airplane mode, Do Not Disturb, Bluetooth, other sharing services etc.
- PC66. Using voice assistant on Smartphones for tasks like setting reminders, asking questions, etc

Digital Literacy Advanced:-Using advanced Internet and mobile applications (Apps)

To be competent, the user/individual on the job must be able to:

- PC67. Connect to internet using Wi-Fi, Mobile Data.
- PC68. How to secure various apps installed on phone.
- PC69. Using mobile applications to compress pictures and documents.
- PC70. Access, store, and share documents using Google Drive from your phone.
- PC71. Use apps for managing schedules and appointments.
- PC72. Utilize Advanced Features of WhatsApp, Gmail, Google Maps, PayTM, and other social media applications such as Facebook and YouTube.
- PC73. Using Video conferencing features in different apps (Zoom etc.)
- PC74. Create and improve business profiles on relevant social media platforms to reach more customers using features of geo-tagging.
- PC75. Interact with customers by responding to messages and comments promptly, and share business-related content effectively.
- PC76. Using applications for customer service interaction (chat and voice calls)
- PC77. Usage of common applications like currency conversion, interest calculation etc.

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- PC78.** Usage of apps to help in various trades like carpenter, tailor etc. (Measurement and calculation apps, find and obtain construction material, manage inventory, learn new techniques and best practices in their specific trade)

Digital Literacy Advanced:- Privacy and security related to Internet and mobile phones

To be competent, the user/individual on the job must be able to:

- PC79.** Identification of authentic calls and blocking SPAM calls
- PC80.** Apply safe and ethical browsing practices (protecting identity) online privacy and the potential risks associated with social media use.
- PC81.** Understand how to safely store passwords and apply the same.
- PC82.** Identify common online harassment scenarios (e.g., hate speech etc, cyberbullying), prevention, consequences and ways to deal with them.
- PC83.** Understanding fake and real information, importance of verifying the content available on the net and also understanding the responsibility while sharing any content.
- PC84.** Learn to identify deep fake AI generated frauds and reporting to the concerned authorities.

Marketing and outreach- Advanced :- Marketing and Customer Insights

To be competent, the user/individual on the job must be able to:

- PC85.** Conduct marketing activities for artisan products.
- PC86.** Evaluate customer feedback to improve product offerings and marketing strategies.

Marketing and outreach- Advanced :-Quality Assurance and Certification in Craftsmanship

To be competent, the user/individual on the job must be able to:

- PC87.** Obtain relevant quality certifications such as ISI mark, Agmark and Hallmark.
- PC88.** Manage product quality as per quality standards.

Marketing and outreach- Advanced :-Brand Development and Promotion Strategies

To be competent, the user/individual on the job must be able to:

- PC89.** Understand brand identity to enhance sales and promotion.
- PC90.** Promote products through Social media and digital marketing.
- PC91.** Leverage National Marketing Committee support in operations and logistics.

Marketing and outreach- Advanced :- E-Commerce Management for Artisans

To be competent, the user/individual on the job must be able to:

- PC92.** Onboarding e-commerce platform.
- PC93.** Understand process of cataloguing the products and services of Vishwakarmas.
- PC94.** Apply strategies for e-commerce linkage with GeM, Khadi India, MSME Mart.

Marketing and outreach- Advanced :-Building Trade Network for Craft Business

To be competent, the user/individual on the job must be able to:

- PC95.** Use digital marketing for wider reach and publicity of the Vishwakarma Scheme.
- PC96.** Identify and collaborate with relevant Industry Bodies.
- PC97.** Create links with suitable exporters and traders operating under the sector.

Marketing and outreach- Advanced :-Trade Fairs and Exhibitions

To be competent, the user/individual on the job must be able to:

- PC98.** Participate in trade fairs, exhibitions related to the products.
- PC99.** Set up collective display of PM Vishwakarma Products to associations of the artisan groups.

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Financial Literacy - Advanced:Importance of Being Financial Literate

To be competent, the user/individual on the job must be able to:

- PC100. Explain advanced financial terms such as long and short-term assets, liabilities, investments, debit, credit, etc
- PC101. Understand various types of business-related financial transactions and their uses in business scenarios
- PC102. Describe various types of payment methods such as cheques, UPI, RTGS etc
- PC103. Use mobile applications and online platforms to track expenses and manage financial goals (mention some names)
- PC104. Know about various Government schemes such as Pradhan Mantri Jan Dhan Yojana, Jeevan Jyoti Bima Yojana, Suraksha Bima Yojana, Sukanya Samriddhi Yojana, National Pension Scheme (NPS), Atal Pension Yojna (APY)

Financial Literacy - Advanced:Managing bank account

To be competent, the user/individual on the job must be able to:

- PC105. Know various banking services offered by bank such as transfer-receipt of money, deposit-withdrawal etc
- PC106. Operate ATM, Deposit Cash/ Cheque through machines or manually
- PC107. Visit branch to operate and manage bank accounts
- PC108. Use mobile and net banking to operate and manage bank accounts
- PC109. Follow safety measures while managing bank accounts

:Financial Literacy -Advanced :Managing Loans

To be competent, the user/individual on the job must be able to:

- PC110. Know various types and features of secured and unsecured loans
- PC111. Identify appropriate type of loan as per need, purpose, and loan terms and conditions
- PC112. Select the loan repayment structure based on the interest rate and duration.
- PC113. Legal process for resolution of delay/ default in payment of loan instalment

Financial Literacy - Advanced:Basic Understanding of taxes

To be competent, the user/individual on the job must be able to:

- PC114. Know various types of Taxes such as Income tax, Goods and Services Tax (GST), etc
- PC115. Explain simple terms related to taxation such as taxable income, tax rates, Tax Deductible at Source (TDS), Value of Goods etc.
- PC116. Understand important concepts and applicability of income tax and GST
- PC117. Understand Basic guidelines for filing income tax and GST returns, including deadlines

Financial Literacy - Advanced:Using advanced features of Digital Payment Applications

To be competent, the user/individual on the job must be able to:

- PC118. Install and configure Digital Payment Applications
- PC119. Learn and practice advanced features of Digital Payment Applications such as wallets, bill payments, recharge etc.
- PC120. Perform transactions using Digital Payment Applications such as UPI, RTGS, NEFT, IMPS etc.

Financial Literacy - Advanced:Awareness and Prevention of Financial Frauds

To be competent, the user/individual on the job must be able to:

- PC121. Identify common online financial frauds and spams and associated potential risks

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PC122. Apply safe and ethical practices for securing online transactions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. PM Vishwakarma Scheme vision, components, benefits, and beneficiaries
- KU2. In-depth understanding of the internal mechanisms of different locks, including pin tumbler locks, wafer locks, disc tumbler locks, and lever locks.
- KU3. Understanding of advanced security systems, such as keyless entry systems, smart locks, and integrated security solutions.
- KU4. Advanced skills in operating and maintaining various types of forges, including coal, gas, and electric forges.
- KU5. Skilled in drawing out, upsetting, bending, and twisting metals to achieve intricate shapes and designs.
- KU6. Ability to integrate various security components such as access control systems, surveillance cameras, and alarm systems into a cohesive security solution.
- KU7. Expertise in crafting, sharpening, and maintaining blacksmithing tools such as hammers, tongs, chisels, and anvils
- KU8. Proficiency in key cutting techniques for a wide variety of locks, including high-security and restricted keyways.
- KU9. the importance and process of selecting and using the appropriate PPE relevant to the task and work conditions
- KU10. the criteria for segregating waste into appropriate categories
- KU11. the process of disposing of the non-recyclable waste safely and the applicable regulations
- KU12. Basic features of smart and feature phones and various apps
- KU13. Basics of privacy and security related to Internet and Mobile Phone
- KU14. Basic arithmetic calculations
- KU15. Basic accounting concepts
- KU16. Awareness of financial frauds and authorities handling them
- KU17. Differences between Marketing, Branding and Sales
- KU18. Different marketing tools and platforms
- KU19. Techniques to build good customer relationships
- KU20. Methods and benefits of doing collective business
- KU21. Awareness about self-employment and its benefits
- KU22. Components of a Business Plan for a small unit
- KU23. Different Government schemes and e-commerce platforms

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. communicate effectively using appropriate language

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- GS2. behave politely and appropriately with all
- GS3. perform basic calculations
- GS4. solve problems effectively
- GS5. be careful and attentive at work and maintain safety norms
- GS6. use time effectively
- GS7. maintain hygiene and sanitation

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Overview of PM Vishwakarma Scheme: Introduction to PM Vishwakarma scheme</i>	-	-	-	-
PC1. Hon'ble Prime Minister's vision for artisans and craftspeople, who work with their hands and tools, are usually self-employed and are generally considered to be a part of the informal or unorganized sector of the economy	-	-	-	-
PC2. Understanding of the scheme objective - to improve the quality and reach to ensure that the Vishwakarmas are integrated with the domestic and global value chains	-	-	-	-
PC3. <ul style="list-style-type: none"> • Explain the scheme components: <ul style="list-style-type: none"> • o Recognition: PM Vishwakarma Certificate and ID Card • o Skill Upgradation • o Toolkit Incentive • o Credit Support • o Incentive for Digital Transactions • o Marketing Support 	-	-	-	-
PC4. List the 18 trades covered under the scheme	-	-	-	-
<i>Overview of PM Vishwakarma Scheme: Benefits under PM Vishwakarma scheme</i>	-	-	-	-
PC5. Importance of the PM Vishwakarma Certificate and ID Card, emphasizing their role in giving artisans a unique identity and validating their skills and legacy	-	-	-	-
PC6. Highlight the core aim of Basic Training to enable the Vishwakarmas to improve their skill levels through exposure to modern tools and best practices, designs, introduction to the larger value chain of the sector; digital, financial, and soft skills; and imbibed with marketing and entrepreneurial knowledge	-	-	-	-
PC7. Discuss the importance of digital and financial literacy in today's era and how these open new avenues	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC8. Offer insights into the various ways the 1 lakh loan can be utilized for buying advanced tools, attending specialized workshops, or setting up a small workspace	-	-	-	-
PC9. Highlight the core aim of Advanced Training: discuss the transition from an artisan to an entrepreneur, hands-on training on advanced tools	-	-	-	-
PC10. Discuss the option for availing 2 lakh loan and the potential areas of its investment	-	-	-	-
PC11. Discuss the importance of self-assessment: to check their achievements against the identified goals and upskill to stay updated in one's craft and business	-	-	-	-
PC12. Understand the credit and market support provided under the scheme	-	-	-	-
<i>Overview of PM Vishwakarma Scheme: Processes and procedures</i>	-	-	-	-
PC13. Discuss the complete application procedure, including where and how to apply	-	-	-	-
PC14. Explain how the scheme will reach out to them for various skill-enhancing opportunities.	-	-	-	-
PC15. Elaborate on market support	-	-	-	-
PC16. The Scheme envisages to incentivize digital transactions undertaken importance of digital transactions and the incentives they would receive for adopting this modern method	-	-	-	-
PC17. List other Government schemes which may cater to their various requirements	-	-	-	-
PC18. Facilitate linking the beneficiaries with the suitable exporters and traders operating under this sector	-	-	-	-
<i>Orientation to advance training for "Locksmith - Advanced" to perform operations using modern tools :-Carry out forging using Hydraulic forging machine</i>	15	30	-	2

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC19. Demonstrate the ability to efficiently operate the hydraulic forging machine to carry out forging tasks.	-	-	-	-
PC20. Produce forged products meeting quality standards within specified timeframes.	-	-	-	-
PC21. Exhibit mastery in various forging techniques such as drawing out, upsetting, bending, twisting, and punching using the hydraulic forging machine.	-	-	-	-
PC22. Ensure precise shaping and forming of metal according to specifications and design requirements.	-	-	-	-
<i>Orientation to advance training for “Locksmith - Advanced” to perform operations using modern tools :-Safety methods to be taken care of during forging using Hydraulic Forging machine</i>	15	30	-	8
PC23. Conduct thorough inspections of forged components to ensure adherence to dimensional accuracy, surface finish, and structural integrity.	-	-	-	-
PC24. Implement corrective measures promptly to rectify any defects or deviations from the required standards.	-	-	-	-
PC25. Adhere strictly to safety protocols and procedures while operating the hydraulic forging machine.	-	-	-	-
PC26. Demonstrate knowledge of potential hazards associated with forging operations and takes proactive measures to mitigate risks.	-	-	-	-
PC27. Perform regular maintenance checks on the hydraulic forging machine to ensure optimal performance and prevent breakdowns.	-	-	-	-
PC28. Report any malfunction or irregularity in equipment promptly to the relevant authority for timely resolution.	-	-	-	-
<i>Self-Employment: Design and innovation</i>	2	3	-	-
PC29. create innovative and aesthetically pleasing designs for Armourer products.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC30. Incorporate unique elements that set the business apart from competitors.	-	-	-	-
PC31. Adapt to new design trends and customer preferences.	-	-	-	-
<i>Self-Employment: How to setup a safe workplace</i>	4	7	-	-
PC32. Implement safety protocols and procedures to minimize workplace hazards.	-	-	-	-
PC33. Provide adequate training to employees on safe handling of tools and equipment.	-	-	-	-
PC34. Provide adequate training to employees on methodology of tool use	-	-	-	-
<i>Self-Employment: Leadership & Teamwork</i>	3	25	-	-
PC35. Demonstrate strong leadership skills in guiding and motivating team members.	-	-	-	-
PC36. Collaborate with employees to foster a positive work environment and achieve business goals.	-	-	-	-
PC37. Delegate tasks effectively based on individual strengths and abilities.	-	-	-	-
<i>Self-Employment: Communication Skills: Listening & Speaking</i>	3	10	-	-
PC38. Identify various relevant Government schemes for small businesses and self-employed individuals and explain their terms and conditions	-	-	-	-
PC39. List various e-commerce platforms such as on ONDC, Amazon, Flipkart, India Mart, Urban Clap, Yes Madam, etc. and register as vendor on the same	-	-	-	-
PC40. Articulate ideas and concepts convincingly during presentations or negotiations.	-	-	-	-
<i>Self-Employment: Problem Solving & Negotiation Skills</i>	2	5	-	-
PC41. Prompt identification and resolution of challenges encountered during business setup.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC42. Negotiation of favorable terms with suppliers, vendors, and clients.	-	-	-	-
PC43. Creative problem-solving to overcome obstacles and achieve business objectives.	-	-	-	-
<i>Self-Employment: Market research and analysis</i>	2	5	-	-
PC44. Thorough market research conducted to identify target demographics, competitors, and trends.	-	-	-	-
PC45. Analysis of market data to determine demand for specific products and pricing strategies.	-	-	-	-
PC46. Continuous monitoring of market dynamics to adapt business strategies accordingly.	-	-	-	-
PC47. Active participation in industry events, trade shows, and networking forums.	-	-	-	-
PC48. Establishment of relationships with other artisans, suppliers, and potential clients.	-	-	-	-
PC49. Leveraging industry connections to stay informed about emerging opportunities and trends.	-	-	-	-
<i>Self-employment: Networking and Industry exposure</i>	7	5	-	-
PC50. Active participation in industry events, trade shows, and networking forums	-	-	-	-
PC51. Establishment of relationships with other artisans, suppliers, and potential clients.	-	-	-	-
PC52. Leveraging industry connections to stay informed about emerging opportunities and trends.	-	-	-	-
<i>Self-employment: Business Entity Registration</i>	3	5	-	-
PC53. Completion of all necessary paperwork and documentation for business registration.	-	-	-	-
PC54. Compliance with legal requirements and regulations governing Armourer businesses.	-	-	-	-
PC55. Timely submission of registration forms and payment of associated fees.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self-employment: Business Plan</i>	4	5	-	-
PC56. Development of a comprehensive business plan outlining goals, strategies, and financial projections.	-	-	-	-
PC57. Clear articulation of the business's mission, vision, and value proposition.	-	-	-	-
PC58. Regular review and updating of the business plan to reflect changes in market conditions and business objectives.	-	-	-	-
<i>Digital Literacy-Advanced :- Advanced features of using mobile phones (Smart phones)</i>	10	10	-	-
PC59. Use the mobile phone in a secure way by locking/unlocking phone/apps using various options like face recognition, fingerprint etc.	-	-	-	-
PC60. Use advanced camera features for business tasks, like scanning QR codes.	-	-	-	-
PC61. Crop photos, take screenshots, and share them as attachments.	-	-	-	-
PC62. Understand how to use features like conference calls, call recording, and call forwarding.	-	-	-	-
PC63. Access and manage documents stored in different folders in phone. Eg. File folder, download folder, etc.	-	-	-	-
PC64. Manage phone memory and data storage.	-	-	-	-
PC65. Use other features of smartphone such as Airplane mode, Do Not Disturb, Bluetooth, other sharing services etc.	-	-	-	-
PC66. Using voice assistant on Smartphones for tasks like setting reminders, asking questions, etc	-	-	-	-
<i>Digital Literacy Advanced:-Using advanced Internet and mobile applications (Apps)</i>	20	30	-	-
PC67. Connect to internet using Wi-Fi, Mobile Data.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC68. How to secure various apps installed on phone.	-	-	-	-
PC69. Using mobile applications to compress pictures and documents.	-	-	-	-
PC70. Access, store, and share documents using Google Drive from your phone.	-	-	-	-
PC71. Use apps for managing schedules and appointments.	-	-	-	-
PC72. Utilize Advanced Features of WhatsApp, Gmail, Google Maps, PayTM, and other social media applications such as Facebook and YouTube.	-	-	-	-
PC73. Using Video conferencing features in different apps (Zoom etc.)	-	-	-	-
PC74. Create and improve business profiles on relevant social media platforms to reach more customers using features of geo-tagging.	-	-	-	-
PC75. Interact with customers by responding to messages and comments promptly, and share business-related content effectively.	-	-	-	-
PC76. Using applications for customer service interaction (chat and voice calls)	-	-	-	-
PC77. Usage of common applications like currency conversion, interest calculation etc.	-	-	-	-
PC78. Usage of apps to help in various trades like carpenter, tailor etc. (Measurement and calculation apps, find and obtain construction material, manage inventory, learn new techniques and best practices in their specific trade)	-	-	-	-
<i>Digital Literacy Advanced:- Privacy and security related to Internet and mobile phones</i>	15	15	-	-
PC79. Identification of authentic calls and blocking SPAM calls	-	-	-	-
PC80. Apply safe and ethical browsing practices (protecting identity) online privacy and the potential risks associated with social media use.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC81. Understand how to safely store passwords and apply the same.	-	-	-	-
PC82. Identify common online harassment scenarios (e.g., hate speech etc, cyberbullying), prevention, consequences and ways to deal with them.	-	-	-	-
PC83. Understanding fake and real information, importance of verifying the content available on the net and also understanding the responsibility while sharing any content.	-	-	-	-
PC84. Learn to identify deep fake AI generated frauds and reporting to the concerned authorities.	-	-	-	-
<i>Marketing and outreach- Advanced :- Marketing and Customer Insights</i>	10	10	-	-
PC85. Conduct marketing activities for artisan products.	-	-	-	-
PC86. Evaluate customer feedback to improve product offerings and marketing strategies.	-	-	-	-
<i>Marketing and outreach- Advanced :-Quality Assurance and Certification in Craftsmanship</i>	10	10	-	-
PC87. Obtain relevant quality certifications such as ISI mark, Agmark and Hallmark.	-	-	-	-
PC88. Manage product quality as per quality standards.	-	-	-	-
<i>Marketing and outreach- Advanced :-Brand Development and Promotion Strategies</i>	10	10	-	-
PC89. Understand brand identity to enhance sales and promotion.	-	-	-	-
PC90. Promote products through Social media and digital marketing.	-	-	-	-
PC91. Leverage National Marketing Committee support in operations and logistics.	-	-	-	-
<i>Marketing and outreach- Advanced :- E-Commerce Management for Artisans</i>	10	10	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC92. Onboarding e-commerce platform.	-	-	-	-
PC93. Understand process of cataloguing the products and services of Vishwakarmas.	-	-	-	-
PC94. Apply strategies for e-commerce linkage with GeM, Khadi India, MSME Mart.	-	-	-	-
<i>Marketing and outreach- Advanced :-Building Trade Network for Craft Business</i>	5	5	-	-
PC95. Use digital marketing for wider reach and publicity of the Vishwakarma Scheme.	-	-	-	-
PC96. Identify and collaborate with relevant Industry Bodies.	-	-	-	-
PC97. Create links with suitable exporters and traders operating under the sector.	-	-	-	-
<i>Marketing and outreach- Advanced :-Trade Fairs and Exhibitions</i>	5	5	-	-
PC98. Participate in trade fairs, exhibitions related to the products.	-	-	-	-
PC99. Set up collective display of PM Vishwakarma Products to associations of the artisan groups.	-	-	-	-
<i>Financial Literacy - Advanced:Importance of Being Financial Literate</i>	-	-	-	10
PC100. Explain advanced financial terms such as long and short-term assets, liabilities, investments, debit, credit, etc	-	-	-	-
PC101. Understand various types of business-related financial transactions and their uses in business scenarios	-	-	-	-
PC102. Describe various types of payment methods such as cheques, UPI, RTGS etc	-	-	-	-
PC103. Use mobile applications and online platforms to track expenses and manage financial goals (mention some names)	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC104. Know about various Government schemes such as Pradhan Mantri Jan Dhan Yojana, Jeevan Jyoti Bima Yojana, Suraksha Bima Yojana, Sukanya Samridhi Yojana, National Pension Scheme (NPS), Atal Pension Yojna (APY)	-	-	-	-
<i>Financial Literacy - Advanced:Managing bank account</i>	-	-	-	10
PC105. Know various banking services offered by bank such as transfer-receipt of money, deposit-withdrawal etc	-	-	-	-
PC106. Operate ATM, Deposit Cash/ Cheque through machines or manually	-	-	-	-
PC107. Visit branch to operate and manage bank accounts	-	-	-	-
PC108. Use mobile and net banking to operate and manage bank accounts	-	-	-	-
PC109. Follow safety measures while managing bank accounts	-	-	-	-
<i>:Financial Literacy -Advanced :Managing Loans</i>	-	-	-	10
PC110. Know various types and features of secured and unsecured loans	-	-	-	-
PC111. Identify appropriate type of loan as per need, purpose, and loan terms and conditions	-	-	-	-
PC112. Select the loan repayment structure based on the interest rate and duration.	-	-	-	-
PC113. Legal process for resolution of delay/ default in payment of loan instalment	-	-	-	-
<i>Financial Literacy - Advanced:Basic Understanding of taxes</i>	-	-	-	10
PC114. Know various types of Taxes such as Income tax, Goods and Services Tax (GST), etc	-	-	-	-
PC115. Explain simple terms related to taxation such as taxable income, tax rates, Tax Deductible at Source (TDS), Value of Goods etc.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC116. Understand important concepts and applicability of income tax and GST	-	-	-	-
PC117. Understand Basic guidelines for filing income tax and GST returns, including deadlines	-	-	-	-
<i>Financial Literacy - Advanced:Using advanced features of Digital Payment Applications</i>	-	-	-	10
PC118. Install and configure Digital Payment Applications	-	-	-	-
PC119. Learn and practice advanced features of Digital Payment Applications such as wallets, bill payments, recharge etc.	-	-	-	-
PC120. Perform transactions using Digital Payment Applications such as UPI, RTGS, NEFT, IMPS etc.	-	-	-	-
<i>Financial Literacy - Advanced:Awareness and Prevention of Financial Frauds</i>	-	-	-	10
PC121. Identify common online financial frauds and spams and associated potential risks	-	-	-	-
PC122. Apply safe and ethical practices for securing online transactions	-	-	-	-
NOS Total	155	235	-	70

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0323
NOS Name	Locksmith (Advance)
Sector	Capital Goods
Sub-Sector	Light Engineering Goods, Electrical and Power Machinery, Process Plant Machinery, Moulds and Press Tools
Occupation	Fabrication, Fitting and Assembly
NSQF Level	3
Credits	4
Version	1.0
Last Reviewed Date	15/03/2024
Next Review Date	15/03/2027
NSQC Clearance Date	15/03/2024

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for this NOS will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created.
3. Assessment will be conducted for this NOS
4. To pass this NOS, every trainee should score a minimum of 50% in aggregate.

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

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Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CSC/N0323.Locksmith (Advance)	155	235	-	70	460	100
Total	155	235	-	70	460	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar / related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.